



## ASSESSMENT CYCLE

The following steps must be included in the exercises for them to work correctly:

1. Topic 1: Activity 1: **CJR2**. Make sure **all** WBS scenarios are entered.
2. Topic 2: Activity 1: **KSU1**. Perform as directed in Data Packet.

### PROCESS ASSESSMENTS IN TEST MODE

3. Topic 3: Activity 1:  
**ZCCARPT**: Perform as directed (make sure fields, Activity Type and Functional Area are empty).  
**KSU5**: Follow additional steps below (also in User Procedure).  
After you place checkmarks next to: Test Run, Detail List and Background Processing, perform the following steps:
  1. Go to: Edit-->Settings.
  2. Place a checkmark next to: "Save Extracts Under."
  3. Enter the File name (example, "Dave.xls").
  4. Click "Copy Values" (Execute button within box).
  5. Click "Execute."
  6. "Output Device and" Select LOCAL WINDOWS PRINTER DEFAULT PRINTER.
  7. Click "Continue."
  8. Click Green Check-mark in the "Format set to "X\_65\_" message box.
  9. Enter job name (for example, Simulation 10).
  10. Place a checkmark next to: "Immediate start."
  11. Click "Confirm."
  12. Click Green checkmark within "Background Print Parameters" box.
  13. Click "Continue" to bypass Warning message.

### DISPLAY LIST AND SAVE RESULTS IN EXCEL

4. **KSEX**: Select your extract and save it to Excel (Refer to the User Procedure).
  1. Select your extract (e.g. Dave.xls).
  2. Click "Execute."
  3. From the "Display CCA: Actual Assessment Basic List" screen, click "Receiver."
  4. Go to: System→List→Save→Local File
  5. Select "Spreadsheet" and click the checkmark.
  6. Save the extract you created in KSU5 as an Excel file on your Desk top (e.g. Dave.xls).
  7. Click "Transfer."

### CALL UP REPORT USING EXCEL MACROS

5. Open the "Format\_CostPoolReport"xls file on your desktop. When prompted, choose "Enable Macros."
6. Open the Excel file that you created in **KSEX** (step 4 above).
7. Go to: Tools-->Macro-->Macros (the Format\_CostPoolReport will default into the Macro name field).

8. Click "Run."
9. Save your file again on your desktop and close it.  
**Note:** Make sure the: "Save as Type" is set to: Microsoft Excel Workbook.
10. **ZFI\_FM\_COST\_POOL\_FND** Run this report using the data from the Data Packet and the file that you saved on your desktop.
11. Execute the report using the parameters specified in the data packets.
12. Click "Execute."